



# **COUNTY OF FULTON** **STATE OF NEW YORK**



## **Condominium Survey and Floor Plan Filing Requirements**

- ✚ Before a condominium unit can be sold, it must have an official tax lot number (Section – Block – Lot) assigned by the Fulton County Real Property Tax Services Agency (NYS Real Property Law 339-P).
- ✚ Prior to assigning tax lot numbers to the condominium units, the developer must file a perimeter survey of the lot prepared by a licensed surveyor. The perimeter survey must show “as built” where the buildings are located. This survey must be presented to the Real Property Tax Services Agency and comply with the Subdivision Map Filing Requirements of Fulton County. The perimeter survey may be filed together with or after the Declaration.
- ✚ The developer must also file a Declaration with floor plans, which are certified by a registered architect or licensed professional engineer, showing the layout of each unit and its location within the building.
- ✚ No tax lot numbers will be assigned to condominium units until both the perimeter survey and floor plans have been filed.
- ✚ No deed purporting to transfer title to condominium units will be accepted for recording in the Fulton County Clerk’s Office until compliance with the above requirements.
- ✚ All maps shall be presented to the Fulton County Real Property Tax Services Agency (223 West Main Street, Johnstown NY) for approval and official filing.
- ✚ **These requirements are independent of any requirements of the Office of the New York State Attorney General.**

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